



ARIZONA DEPARTMENT OF REAL ESTATE

APPLICATION FOR LICENSE RENEWAL

A.R.S. § 32-2130, A.A.C.R4-28-301 (a) and A.A.C R4-28-303 (a) & (b)

FORM LI-243W

DO NOT SUBMIT THIS FORM VIA FAX! **PLEASE READ THE FOLLOWING INSTRUCTIONS CAREFULLY.**

HAVE YOU MADE ANY CHANGES? Please provide the information requested at the bottom of this form. If you are changing employers, also submit form LI-202 and include the applicable fee(s). To change your personal name, submit form LI-235, proof of legal name change and \$10.00. Change your residential address online at www.re.state.az.us without charge, or submit form LI-235 and \$10.00. These forms can be filed by mail or delivered but **CANNOT BE FILED VIA FAX OR EMAIL**. Department forms may be downloaded from our website: www.re.state.az.us or by mail by calling the Department during business hours.

Real Estate Continuing Education: Certificates for 24 credit hours of ADRE-approved continuing education classes must be presented when applying in person. Attach copies of certificates to this application if mailing. A minimum of three (3) hours in each of the following categories is required:

Agency Law

Disclosure

Fair Housing

Commissioner's Standards

Contract Law

Real Estate Legal Issues

The remaining hours may be obtained in any of the mandatory topics or in the general real estate or business brokerage categories.

Active status designated brokers (including self-employed brokers), must attach a copy of a CE certificate for the 3-hour Broker Management Clinic taken within the preceding 23 months. No CE hours are required to renew an ENTITY LICENSE or to renew a CEMETERY or MEMBERSHIP CAMPING salesperson or broker license.

ANSWER THE QUESTIONS Download and attach the Questionnaire, Form LI-244, which is part of this renewal application. If you answer "yes" to any questions on LI-244 and have not already done so on a previous application, you must also obtain and provide the documentation identified in Document Checklist, form LI-400, in order to complete your application.

LICENSE FEES: Attach a check or a money order. You may pay with cash if filing in person, but do not mail cash.

TIMELY RENEWAL: Salesperson's license, \$60.00. Broker's license, \$125.00.

Entity renewal, main office-NO FEE (\$50.00 per each branch office.)

LATE RENEWAL: Salesperson's license, an additional \$10 per month after expiration date, not to exceed \$60.

Broker's license, an additional \$20 per month after expiration date, not to exceed \$120.

IF YOUR LICENSE HAS EXPIRED, you are no longer licensed to conduct business. To become licensed again within one year of license expiration, complete this form, the Questionnaire (LI-244), an Unlawful License Activity Statement (form LI-555), and file with the Department. If you did not continue working after your license expired, you may include a change form (LI-202), signed by your broker and \$20.00 hire/sever fee. If you did continue working while not licensed on active-status, the Department will not accept a hire form and fee until and unless the unlawful license activity has been resolved and your renewal application approved. If your license expired more than one year ago, you must apply again as if applying for an original license. See A.R.S. § 32-2131.

SIGN THIS RENEWAL APPLICATION at the bottom of the Questionnaire. If your license is active-status, your broker must also sign at the bottom. If signed by a broker designee, a copy of the broker's authorization must be attached to this form.

PLEASE PRINT:

Legal Name _____

License No. _____ Exp.Date (mo/year) _____

Employer Name _____

Employer's DBA Name _____

Address _____

City, State, Zip _____

Business Phone _____ Fax _____

Email Address _____

X

Designated Broker (Sole proprietor's) Signature _____

FOR DEPARTMENT USE ONLY

Eff. Date _____ Exp. Date _____

Date Entered _____ By _____

Mgmt Clinic _____ CE _____

No. of Branches _____ ACC _____

TF 1 ☐

TF 2 ☐

Persons with disabilities who need this document in an alternate format should contact Business Services at 602.468.1414, ext. 160, or IADA@re.state.az.us, to make their needs known.



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2910 N 44th St, Ste 140, Phoenix, AZ 85018
(602) 468-1414 FAX (602) 955-6284

400 W Congress, Ste 523, Tucson, AZ 85701
www.re.state.az.us (520) 628-6940 FAX (520) 628-6941

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LICENSE RENEWAL OR REINSTATEMENT QUESTIONNAIRE QUESTIONS & CERTIFICATION OF ANSWERS FORM LI-244

The Arizona Department of Real Estate ("Department") requires you to provide information in order to determine your qualifications and suitability to continue holding an Arizona Real Estate License, a Cemetery License, or a Membership Camping License, under Arizona Revised Statutes, Title 32, Chapter 20, and Title 4, Chapter 28, of the Arizona Administrative Code. (1.)

You must answer these questions and submit this completed form to the Department with your Application for License Renewal or Reinstatement. If you do not answer **EVERY** question, your Application will be considered incomplete and it will be returned to you unprocessed.

Under A.R.S. § 32-2108.01, the Department is required to fingerprint any natural person applying for a license and, when the applicant is an entity, any person exercising control of the entity who has not previously submitted a fingerprint card to the Department. The term "license" means the whole or part of any agency permit, certificate, approval, registration, public report, charter or similar form of permission required from the Department..

Be certain you understand the questions and that your answers are correct. Failure to answer these questions truthfully may result in disciplinary action including, but not limited to, suspension or revocation. (2.) In addition, you may be subject to a civil penalty. (3.)

If you answer "yes" to any question, please provide a signed, detailed statement describing the facts and circumstances, including the date, time and location of the incident or event. You must also provide the documents identified on the Document Checklist, Department Form #LI-400, available from the Department's offices or on its web page: www.re.state.az.us for the type of incident, offense, crime, judgment, or other action. You may include exculpatory or mitigating information, any evidence of rehabilitation, and any appropriate statement of remorse and acceptance of responsibility for the prior conduct.

SINCE ORIGINAL LICENSURE OR MOST RECENT LICENSE RENEWAL, WHICHEVER IS LATER, ...

1. Have you had a professional or occupational license or registration of any kind denied, suspended, restricted or revoked? ☐ Yes ☐ No
2. Have you had an administrative order or any other disciplinary action taken against any license issued to you by any local, state, or federal regulatory agency? ☐ Yes ☐ No
3. Have you voluntarily surrendered any license during the course of an investigation or disciplinary proceeding? ☐ Yes ☐ No
4. Have you entered into any consent decree, or had an injunction (either temporary or permanent), a suspension, an order, or a judgment issued which prohibited or restricted you from engaging in any profession or occupation? ☐ Yes ☐ No
5. Have you had any judgment or order entered against you by any court involving fraud, dishonesty, misrepresentation, unfair trade practice, or moral turpitude? ☐ Yes ☐ No
6. Have you had any judgment or order entered against you by any court arising out of the conduct of any business in real estate, cemetery property, timeshare intervals or membership campgrounds? ☐ Yes ☐ No
7. Have you had any Subdivision Public Report or Registration to Sell real estate, timeshares, cemetery lots, or campground memberships denied or suspended? ☐ Yes ☐ No
8. Has any real estate recovery fund, or similar fund, ever made a payment that was charged against you or against a business for which you were the qualifying party? ☐ Yes ☐ No
9. Are there any disciplinary hearings, or other administrative actions pending against ANY professional or occupational licenses you hold in Arizona or in any other state? ☐ Yes ☐ No

10. Have you held or do you hold ownership interest of ten percent or more or exercise control in any business, corporation, partnership, or limited liability company that would have to answer "Yes" to questions #1 through #9? If your answer is "yes," list on a separate page all of these businesses and your affiliation with each of them, and identify which question(s) would require a "yes" answer. ☐ Yes ☐ No

If you answered "Yes" to any question #1 through #10, submit a current certified license history from the licensing agency of each state in which you or the business(es) you identified in response to Question #10, is(are) now licensed or in which you or the business(es) were licensed at any time during the past five years.

IMPORTANT NOTE: Please read this carefully

You must disclose a conviction even if it was a result of a plea agreement or a plea of nolo contendere (no contest). You must disclose all convictions whether or not the plea or verdict was set aside, judgment or sentencing was deferred, the conviction against you was dismissed or expunged, or if you have been pardoned.

11. Have you been convicted of any **felony** in Arizona or any other state? ☐ Yes ☐ No
12. Have you been convicted of any **misdemeanor** in Arizona or any other state? ☐ Yes ☐ No
Note: You do not need to report minor traffic citations, which do not constitute a misdemeanor or felony offense. Conviction of D.U.I is not a minor traffic citation and must be reported.
13. Are you currently in a deferred period or a diversion program, or convicted of a Class 6 undesignated offense which has not yet been designated as a felony or misdemeanor to date of this application? ☐ Yes ☐ No
14. Are you currently incarcerated, paroled, or on probation because of any conviction? ☐ Yes ☐ No

CERTIFICATION OF ANSWERS

I certify, under penalty of perjury under the laws of the State of Arizona, that the foregoing answers and statements given in this application and any statement that I have attached are true and correct. I certify that at the time of the issuance of license I will be 18 years of age or older. I certify that, if licensed, I will not violate any provisions of the Real Estate Law nor abuse the privileges of a license.

Printed Name of Applicant

Signature of Applicant

Date

Upon approval of the application, a certification of licensure will be issued and mailed to your employing broker if you are actively licensed. The Department does not issue certificates of licensure to inactive status licensees.

(1) A.R.S. §§ 32-2123 (B)(4), (5) &(6), 32-2108 and A.A.C. R4-28-301; (2) A.R.S. § 32-2153 (B) (1); and (3) A.R.S. § 32-2160.01.



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DOCUMENT CHECKLIST (Form LI-400)

For Original Applicants, Renewal and Reinstatement Applicants and Licensees Making A Disclosure Under A.A.C. R4-28-301 (A)

The Arizona Department of Real Estate ("Department") requires additional information concerning your disclosure and your qualifications for licensure or continued licensure. **To complete your application or disclosure, the information and documents identified below are required:**

1. A written detailed statement from you, signed and dated, providing an account of the incident(s) that you are disclosing. Please give details of the outcome; time served, if applicable; date and location of each incident; and the name and location of court.
2. Three current signed and dated letters of character reference from individuals, 18 years or older, not related to you by blood or marriage, who have known you for at least one year. The letters must include the reference's telephone number.
3. A 10-year work history, showing employer's name and address, supervisor's name and telephone number, dates of employment, position held, and job description. Include any periods of unemployment.
4. A set of fingerprint exemplars (on a Department-issued fingerprint card) and the fingerprint-processing fee (currently \$29). A.R.S. § 32-2108.01
5. A current certified license history from each state in which you currently hold a professional or occupational license, and in which you held a license within the preceding five years. To be considered current, it must have been issued within 90 days of your filing it with the Department.

For criminal offenses, provide a certified copy of the following, as applicable, in addition to items #1-5 above:

From the arresting agency: a CERTIFIED copy of the police report (officer's narrative).

From the court: CERTIFIED copies of:

- | | | |
|---|---|--|
| <input type="checkbox"/> Complaint and Indictment | <input type="checkbox"/> Presentence Report | <input type="checkbox"/> Order of or Dismissal from Probation |
| <input type="checkbox"/> Information | <input type="checkbox"/> Judgment | <input type="checkbox"/> Order Restoring Civil Rights, Expunging |
| <input type="checkbox"/> Plea Agreement | <input type="checkbox"/> Sentencing Documents | <input type="checkbox"/> or Dismissing Conviction |

For disclosures of civil judgments, including any recovery fund payment, provide a certified copy of the following, as applicable, in addition to items # 1-5:

- | | | | |
|------------------------------------|--|-----------------------------------|---|
| <input type="checkbox"/> Complaint | <input type="checkbox"/> Amended Complaint | <input type="checkbox"/> Judgment | <input type="checkbox"/> Satisfaction of Judgment |
|------------------------------------|--|-----------------------------------|---|

For disclosures relating to denial, restriction, or disciplinary action against a professional license, provide a certified copy of the following, in addition to items # 1-5:

- | | |
|--|--|
| <input type="checkbox"/> Notice of Hearing & Complaint | <input type="checkbox"/> Final Order / Administrative Ruling |
| <input type="checkbox"/> Answer | <input type="checkbox"/> Consent or Settlement Agreement |
| <input type="checkbox"/> Findings of Fact & Conclusions of Law | |

You may provide any other documentation that you believe demonstrates your qualifications for licensure.

NOTE: If you attempt to obtain the required documents from a law enforcement agency or court and are told that records have been destroyed or are otherwise unavailable, obtain a written statement to that effect from the agency or court. Do NOT detach or unstaple certified documents; documents must be in original order received.

Please do not contact the Department until the above items have been submitted and reviewed. The Department has specific time periods in which to review applications for completeness and to determine whether the applicant meets the qualifications for licensure. See A.A.C. R4-28-103 and Table 1.



ARIZONA DEPARTMENT OF REAL ESTATE

UNLICENSED ACTIVITY STATEMENT

A.A.C.R4-28-303 (a), (b), & (c)

FORM LI-555

Complete this form if you are submitting a late renewal application or if you have conducted activities requiring a current and active license while not properly licensed pursuant to A.A.C. R4-28-303.

Did you, after your license expired, conduct any activities requiring a license? ☐ Yes ☐ No

Did you conduct any activities requiring a license while your license was on inactive status? ☐ Yes ☐ No

Did the activity result in any offers or contracts to sell, lease, list or manage real estate property, cemetery property or membership camping contracts? ☐ Yes ☐ No

NOTE: *If you answered "yes" to any of these questions, please provide a written and detailed statement on a separate piece of paper.*

PLEASE COMPLETE THE FOLLOWING INFORMATION:

Agent/Broker name (LAST) _____ (FIRST) _____ (MI) _____

License number _____ Expiration month and year _____

Employer (ENTITY NAME) _____

Name of designated broker (SOLE PROPRIETOR) _____

Date you filed your renewal application _____

Entity / DBA name _____

License number _____ Expiration month and year _____

Business address _____

I DECLARE THAT THE INFORMATION THAT I HAVE PROVIDED IS COMPLETE AS WELL AS TRUE AND CORRECT:

Printed Name of Applicant

X

Signature of Applicant

Date

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